***NOTE: TO BE PRINTED ON SCHOOL LETTERHEAD & SIGNED BY THE SCHOOL PRINCIPAL***

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| --- | --- |
| Manager Project Delivery  Department of Education and Training  Victorian School Building Authority  33 St Andrews Place  East Melbourne 3002 |  |

Date

To Whom It May Concern

**School Name - School Funded Project**

**Project Description**

**Request for Approval to Enter into Consultant Contracts**

The School Council of School name wishes to plan and implement a School Funded capital works project. We confirm that the school has sufficient locally raised funds available to cover the full costs of this project and will not be seeking any funds from Department of Education & Training.

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| --- | --- |
| Proposed Project Scope: | Construction of a new Performing Arts Centre |
| Total Estimated Project Value: | $1,200,000 (ex GST) |
| Forecast Date for Construction Commencement: | Mid November 2018 |
| Forecast Date for Construction Completion: | 28 February 2020 |

We have previously sought VSBA *Approval To Proceed To Consultant Tender*. Tenders have now closed and the school wishes to seek Approval To Enter into Consultant Contracts.

Please see attached ***Tender Evaluation Report***, which identifies consultant name as the preferred tenderer. Please also see attached ***Conflict of Interest & Confidentiality Forms*** signed by each member of the school’s Tender Evaluation Panel. The school wishes to engage consultant name.

We request approval from VSBA to Enter into Consultant Contracts with consultant name. Please contact me on phone number or email address to discuss this further if required.

Yours sincerely

**School Principal Name**

Principal